

SANDY CITY  
APPROVED POSITION SPECIFICATION

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| I. <u>Class Title:</u> Risk Officer | <u>Revision Date:</u> 8/02<br><u>EEO Code:</u> Professional<br><u>Status:</u> Exempt (Law Professional) |
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Risk Manager, assists in the administration of the City's risk management program including safety and loss prevention programs, compliance with applicable state and federal statutes, and administration of liability, workers' compensation and subrogation and property claims. Performs limited civil law functions for City departments, boards and committees as assigned.

III. Essential Duties:

**A. GENERAL RISK MANAGEMENT**

- Develops and coordinates implementation of City initiated loss prevention and safety programs.
- Assists in maintaining the OSHA 300 log and files OSHA 300 reports.
- Coordinates compliance with regulations such as the Americans with Disabilities Act and OSHA standards.
- Recommends and writes policies and other employee communications related to risk management.
- Reviews contracts, certificates of insurance, policies and ordinances for compliance with risk management standards, bid specifications and insurance requirements and advises officials and employees on risk aspects of proposed actions.
- Conduct training and inspection programs to reduce risk.

**B. WORKERS' COMPENSATION**

- Collects reports on injured employees and, files the employer's first report of injury with the insurer and the Utah Labor Commission
- In cooperation with the City's insurer and departments, manages workers compensation claims including loss trends, utilization review, return-to-work and light duty programs, etc.

**C. GENERAL LIABILITY**

- Adjusts assigned liability claims and manages assigned lawsuits filed against the City including investigation, liability analysis, negotiation and appropriate documentation of activities.
- Maintains accurate and complete database of liability claims and occurrences and related activities.
- Assists City departments in analysis of liability loss exposure and history and development of loss prevention programs.
- Responds to emergency situations and provides information and advice on liability questions and loss control measures.

**D. PROPERTY INSURANCE AND LOSSES**

- Identifies City property loss exposures and, in cooperation with the Risk Manager, recommends appropriate levels of insurance or risk retention. Reviews and evaluates insurance policies.
- Coordinates with City Departments and insurance carriers to address claims or issues with property insurance policies.
- Assists in the subrogation process.

**E. LEGAL COUNSEL**

- Performs responsible and complex civil legal liability functions for the City as assigned, including advising and consulting City departments, boards and committees.
- Performs legal research, including extensive analysis of legal positions and potential liability.
- Determines and applies legal principles and precedents to problems and issues.
- Prepares and/or reviews ordinances, resolutions, contracts, leases, and memoranda for approval and adoption.

- Assist in actions to protect the City's interests, including preparation of pleadings and briefs, oral arguments, trials and settlement negotiations.

IV. Marginal Duties:

- Supports and coordinates with the departmental safety committees.
- Investigates accidents involving City employees or property.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Juris Doctorate Degree and membership in the Utah State Bar, and admissions to practice before all state courts and U.S. District Courts is required. ARM designation or similar risk management training is preferred. Must possess a current valid Utah Drivers License.

**Experience:** Two years related experience in Risk Management preferred.

**Knowledge of:** Current public sector risk management methods, practices and regulations including a working knowledge of general liability, worker's compensation, federal civil rights law and other related regulations; statutes relating to worker's compensation, employment security, governmental immunity, and tort liability; public sector fund accounting and budgeting; insurance practices; negotiation and dispute resolution; computer capabilities and applications; word processing, spreadsheets and database applications; correct English usage, vocabulary, spelling and arithmetic. (An entry employee may not have all of the job specific knowledge listed above but must demonstrate an aptitude for quickly acquiring the necessary knowledge on the job).

**Responsibility for:** Making recommendations and decisions affecting the activities of people, including working credibly with City departments and confidential records.

**Communication Skills:** Contacts with other departments and the public furnishing and obtaining information; requiring tact and judgement to avoid friction; communicate effectively verbally and in writing; ability to make presentations to City management and employees.

**Tool, Machine, and Equipment Operation:** Requires regular use of computer, telephone, and frequent use of a copy machine and fax machine.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and the public; apply problem solving and analytical principles to effectively evaluate financing needs, evaluate policies, investigate claims, assess liability, recommend loss control programs and evaluate the performance of contractors.

VI. Working Conditions:

Generally comfortable working conditions; frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions while working with other City departments and investigating accidents and claims.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_